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**From:** Saunders, Della (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=DELLA.SAUNDERS]  
**Sent:** 6/28/2011 6:20:18 PM  
**To:** Rosas, Giovanni (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Giovanni.Rojas]  
**Subject:** FW: FT Staff Assistant - Adminstrative Services @ MCC  
**Attachments:** Staff Assistant AS posting June 2011.doc; Staff Assistant AS posting June 2011.doc

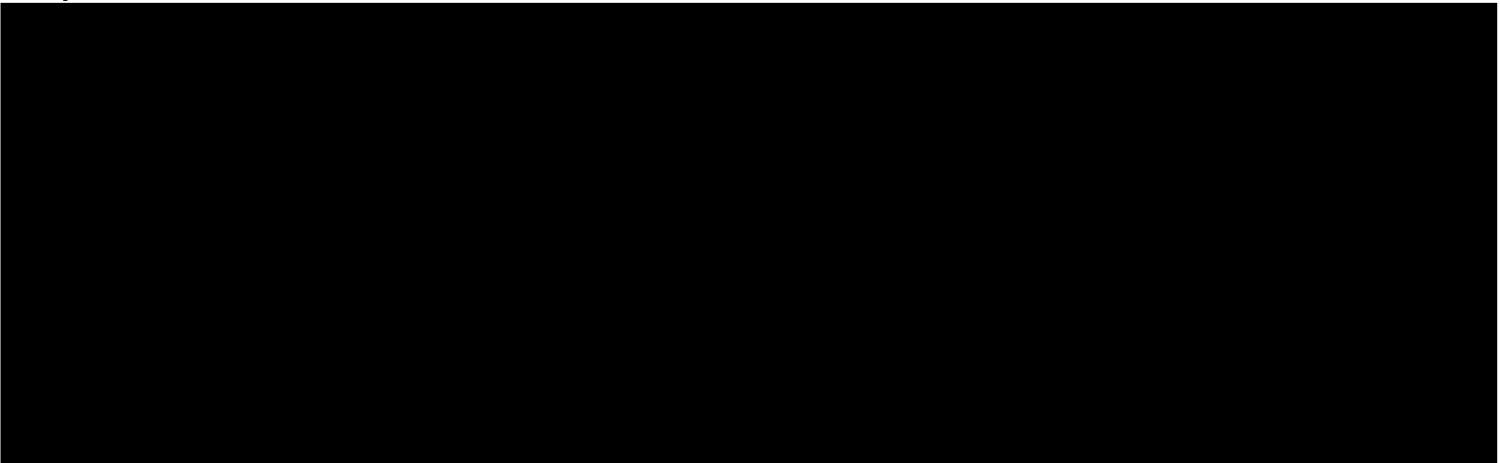
Della Saunders  
Chemist III  
Drug Analysis Laboratory Room 363  
*William A. Hinton State Laboratory Institute*  
305 South Street  
Jamaica Plain, MA. 02130  
617-983-6632 phone  
617-983-6625 fax

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**From:** Della Saunders [REDACTED]  
**Sent:** Tuesday, June 28, 2011 2:19 PM  
**To:** Saunders, Della (DPH)  
**Subject:** FW: FT Staff Assistant - Adminstrative Services @ MCC

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Date: Tue, 28 Jun 2011 08:03:37 -0700  
From: dbjm12@yahoo.com  
Subject: Fw: FT Staff Assistant - Adminstrative Services @ MCC



----- Forwarded Message -----

**From:** Rose M Wright [REDACTED]  
**To:** Dexter Jenkins [REDACTED]  
**Sent:** Friday, June 24, 2011 12:58 PM  
**Subject:** FW: FT Staff Assistant - Adminstrative Services @ MCC  
Please pass along.

*Rose M. Wright, Accredited Buyer Representative, ABR  
Real Estate Marketing Consultant  
Coldwell Banker Residential Brokerage  
713 Centre Street  
Jamaica Plain, MA 02130  
617.467.4306 (H)  
617.543.5491 (C)  
rosemwright@comcast.net  
<http://www.newenglandmoves.com/Rose.Wright.home>  
Connecting people with homes every step of the way!*

--Forwarded Message Attachment--

From: [REDACTED]  
To: [REDACTED]  
Subject: FW: FT Staff Assistant - Adminstrative Services @ MCC  
Date: Fri, 24 Jun 2011 10:39:11 -0400  
Job Opportunity ... Pass it on ...

Thanks!

*Yolanda*

The longer we dwell on our misfortunes, the greater is their power to harm us. --Voltaire

-----Original Message-----

**From:** Darcy Orellana [mailto:[ORELLANAD@middlesex.mass.edu](mailto:ORELLANAD@middlesex.mass.edu)]  
**Sent:** Wednesday, June 22, 2011 5:10 PM  
**Subject:** FT Staff Assistant - Adminstrative Services @ MCC

Dear Friends of MCC:

I'm pleased to let you know about a full-time opening for a Staff Assistant for the Administrative Services Dept. in our Administration and Finance Division at Middlesex Community College. We are seeking a knowledgeable and service-oriented individual to assist the Director of Administrative Services in managing the document reproduction and fax services, transportation services, parking program and purchasing services across the college. The full position description is attached.

**The application deadline is July 13, 2011.**

**Send cover letter and resume to : [hrjobs@middlesex.mass.edu](mailto:hrjobs@middlesex.mass.edu)**

Please share this posting with your networks.

Thank you,

*Darcy*

Darcy Orellana  
Assistant Dir HR/Affirmative Action Officer  
Middlesex Community College  
Bedford & Lowell, Massachusetts  
tel: 781-280-3559  
email: [orellanad@middlesex.mass.edu](mailto:orellanad@middlesex.mass.edu)

*An AA/EEO employer, MCC values dynamic and diverse individuals who can contribute to the college's mission.*

<https://www.middlesex.mass.edu/DiversityAndEquityAffairs/>